

*Include in interim report*

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## Proposed CIA Changes in the Employee Awards Program

Revision of the awards program, primarily administrative in nature to increase the manager's authority in this area.

SUMMARY: CIA is changing approval levels and award budgets.

CONCLUSION: The changes being made are administrative in nature. It is not considered necessary to delay implementation pending completion of this study.

DETAILS: Deputy Directors will be given authority to approve cash performance awards of up to \$5,000.00. The current limit is \$2,000.00. The approval limit for managers reporting to the DDs will remain at \$1,000.00.

Approval of quality step increases is to be delegated to the level of managers reporting to the DD. Currently, DD approval is required. A decision has also been made to limit the number of quality step increases to the same number granted in previous years. Control will be monthly trend reports.

The budget for cash awards will be increased annually from the current .38 percent of payroll to one percent of payroll by 1990.

Procedures have been developed which will enable a manager to write a voucher for meritorious awards in order to provide recognition as soon as possible after the activity for which the award is granted.

CIA  
Award

*OPM*  
*Com*  
*rule*

1. Check OPM  
    c/c  
2. Copy of Panel mg

*Immunologic*  
*retinal*  
*-OPM*

*Com 6/15*  
*to W for*  
*mg for*

*49* 17 May 1988

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